



# City of Council Bluffs

## Job Description

### Accountant I

**Department:** Finance Department  
**Supervisor:** Payroll & Disbursements Manager  
**Location:** City Hall  
**FLSA Status:** Non-Exempt  
**Prepared By:** Mallory Davis, Recruiter  
**Prepared Date:** October 2016  
**Union:** CWA  
**Pay Grade:** 15

**Summary:** Performs accounting and clerical duties as assigned related to the expenditure cycle which can include the following: payroll, accounts payable transactions, and general ledger accounting.

**Essential Duties and Responsibilities:** includes the following.

- Proficiency in processing the entire payroll cycle, including but not limited to the following:
  - Acquire and process data (hours, compensation rates, paid leave data, etc.) from other Departments in preparation for payroll processing
  - Confirm employment and verify wage rates as necessary
  - Initiate and monitor payroll calculations using the payroll software program
  - Verify proper calculation of and accounting for contributions and withholdings
  - Prepare and distribute payroll documentation to employees
  - Prepare, verify, and post all entries to the General Leger relating to the payroll cycle
  - Post payroll journal entries to the general ledger
  - Assure proper payment of amounts withheld to Federal, State, and other appropriate entities including proper filing of reports. Examples include:
    - Iowa Workforce Development Report (state unemployment tax)
    - IRS Form 941 -Employer's Quarterly Federal Tax Report
    - IPERS Quarterly Federal Tax Report
    - OSHA regular hours worked report for Risk Manager
    - All year end federal and state payroll tax reports
    - Employee W-2 forms
  - Prepare and distribute management reports of payroll activity
  - Perform fiscal and year-end payroll closing procedures

- Proficiency in processing the complete accounts payable cycle, including but not limited to the following:
  - Maintenance of accounts payable vendor records, including W-9 and credit information
  - Verify proper vendor invoice processing by Departments (mathematical, appropriate approvals, general ledger coding) before processing payments
  - Enter payment data into processing software, process and distribute payment of amounts owed and properly authorized
  - Post accounts payable journal entries to the General Ledger
  - Prepare and distribute management reports of accounts payable activity
  - Reconcile vendor payment records and prepare annual 1099's as appropriate
- Other:
  - Research city policies, union contracts, state and federal laws pertaining to payroll for changes and recommend procedures to implement those changes
  - Maintain existing procedures manuals and draft additional procedures and manuals as needed
- Regular and predictable attendance is required
- Other duties as assigned

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- Associate's Degree from an accredited institution in Accounting or Finance
- Two years of experience in an office setting
- Bachelor's Degree from an accredited institution in Accounting, Finance, Business, or other related field, preferred
- Experience in and proficiency with payroll, timekeeping, and general ledger software, preferred
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

**Certificates, Licenses, Registrations:**

- None required

**Physical Demands:**

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet.

**Other Skills and Abilities:**

- Working knowledge of Microsoft Office software (Word, Excel, Outlook)
- Working knowledge of accounting principles and procedures and the ability to apply those principles to the maintenance of fiscal and accounting records
- Knowledge of automated timekeeping systems and interfaces to payroll accounting software
- Ability to do independent research on financial issues
- Ability to prioritize projects
- Ability to understand and carry out complex oral and written instructions
- Ability to use and develop computerized spreadsheets